

## WALK-INS: GENERAL GUIDELINES

### JUSTIFICATION

- Loss of accreditation from an outside agency
- Articulation
- Workforce training
- State established deadline
- C-ID/ADT approval
- Other critical circumstances as determined by the VPI

### WALK-IN CRITERIA

- Curriculum proposal(s) (including any impacted curriculum) have been launched with all fields completed in CurricUNET
- Curriculum proposal(s) have been approved by curriculum review committee at the originating college
- Curriculum proposal(s) have been approved by the department offering the course or award at the originating college
- All colleges offering affected course(s) have been notified of proposals at least 24 hours prior to the meeting
- District Curriculum Services has been notified of proposals at least 24 hours prior to the meeting
- Proposals are not basic skills
- Each CIC member has been provided with a hard copy list of all proposals
- **For catalog deadline meetings only**, District Curriculum Services has been provided with a completed and signed "CIC Walk-In Curriculum Approval Form—Catalog Deadline"
- **For deadline exceptions**, District Curriculum Services has been provided with a request via email from the Vice President of Instruction of the originating college

### APPROVAL CRITERIA

- Proposal(s) must be approved by the curriculum chair of each college offering the course (i.e. curriculum chair can "veto" a walked-in course if offered at the chair's college)
- Proposal(s) must be approved by majority vote
- Proposal(s) must pass District Curriculum Services technical review prior to final approval/implementation.

*Note: Proposals that do not pass District Curriculum Services technical review must be brought back to CIC.*

## CONSIDERATIONS

- The average time from pre-launch to CIC level is five months but it could take anywhere between three to nine months for curriculum to make it through the system depending upon proposal type. If you have not pre launched your course by the month of August prior to catalog deadline carefully consider what is critical and what can wait until the next year and prioritize what you Walk-In accordingly.
- Walking in curriculum at catalog deadline does not guarantee that it will make catalog as no courses or programs will be placed in the catalog without board and/or state approval (new programs are subject to ACCJC/WASC approval).
- Every effort will be made for curriculum to be offered for the requested effective semester but keep in mind that the volume of curriculum walked in, the condition in which it reaches the Curriculum Services staff and the time it takes to resolve tech review issues is a huge factor. All tech review questions on every piece of curriculum walked in must be resolved before it can be sent forward to meet board, state, articulation, publication, and student services deadlines. Courses with substantial revisions cannot be offered until approved by the state.

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